



# The ECR Rumor Mill

## Electronic Court Record

Vol. 1, Edition 2

May 1999

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### Upcoming Events:

- Coming soon.....  
"Dateline ECR"!!!

\*Rated PG 25  
(Mild silliness, viewer discretion advised)

### Electronic Court Records (ECR) A Progress Report by Roger Winters DJA ECR Program Manager

ECR....ECR.....ECR.....You've heard about it, you've read about it, but do you know all you need to know about it? "Core ECR" is the first phase of a multi-year project which will lead to a fully electronic case file record system. By 2001 or 2002, King County wants to have digital documents, electronic images, and electronic access to court case files in place. We will have electronic filing and people will be able to look at case records without having to be in the Clerk's Office. The first step toward these exciting new systems is the Core ECR project.

Last fall, DJA engaged Sierra Systems Consultants, Inc., to develop document imaging and workflow in the Clerk's Office. It is this system we call Core ECR. It means building the technology infrastructure for the electronic storage of and access to our Court's case records. Once "Core" goes live in the 3<sup>rd</sup> quarter, DJA will create and maintain electronic files for all cases opened after that date. We will know that a case is available electronically, that its

documents have been scanned into images, by looking at the case number. When Core ECR starts, the numbers assigned to new cases will look like 99-2-50001-7. Notice that these cases will all be "99" but in the 50000 and above series.

This will change the way the we work with case documents. A new job will be "document prep," getting documents ready for scanning by removing staples and such. The next step is to scan and index the images. A workflow program will alert staff to the electronic images they are to use to complete docketing and other required work. DJA staff will not be using the paper documents for that work! The paper documents will be sorted and filed in their paper case file folders for use by those not yet connected with Core ECR.

(Maintaining parallel paper and electronic file systems will be necessary...for a while.) So far, we have completed the Core ECR business plan: processes, screens, and many other details have been carefully analyzed and built by Sierra and DJA. We are working out the staffing requirements and identifying space for scanners, document prep areas, and so forth.

Powerful, high capacity servers and storage devices have been delivered and installed. Sierra's staff are now building the custom software to adapt basic FileNET imaging and workflow systems to the specific needs of King County. This includes a carefully designed interface with SCOMIS, to coordinate its data with that of Core ECR.

Close on the heels of implementing Core ECR comes our next step, extending access to the electronic case files to the Court and Law Safety and Justice agencies. An interdepartmental advisory committee is now helping DJA plan and carry out ECR LSJ Connectivity.

We are excited that this important advance in access to case records will become reality soon. We will begin to see Core ECR this summer. We are beginning to prepare testing scripts and training materials now. ECR training will be held this summer and by fall we will actually see documents electronically.

### Archival Scanning

Some people may think that "Archival Scanning" is the same as Core ECR, but they are different projects. Archival has been running since 1997. We have scanned a grand total of 6,126,200 pages and are striving for a 7.5 million goal in '99. We

currently based at the RJC and a team of 19. We have 4 scanners, (2) 3097's and (2) 3099's, averaging about 24,000 pages a day.

In '99 we have started receiving and scanning files from Northwest Center. The files were originally sent to be stored in '04, but now

they will be scanned electronically.

In late April we will also start to receive Civil files archived in '99. In the near future Sierra will start to convert files from the current system to the Sierra system. They estimate the conversion will be complete by June '99.

in simultaneously, it has been a challenge. But working as a team, we have confidence we will be able to reach and hopefully exceed our goal.

By Alvin

For comments/questions, e-mail us at "DJA, ECR Rumor Mill"

## Criminal Demo

You may remember that our office was going to conduct something called the criminal demonstration project. The purpose of the project was to demonstrate to selected criminal justice agencies the viability of ECR and to gather information from them to help design the future phases of ECR. We worked several months with a vendor to design the software needed for the project and spent a couple of months working out the problem associated with the fact that the agencies are on different computer networks than us. Over the months of December and January we installed the software on nine PC's in the four defender agencies, four PC's in the Prosecuting Attorney's office and the PC's of four Judges and trained them in how to use it. We placed a scanner in Gayle Corbett's cubicle and asked her to scan over 70 criminal cases into the system. The last document was scanned into the project on April 9<sup>th</sup>, the end date of the project, and we are currently gathering information from the participants of the project to help determine what their needs are from the future phases of the ECR system. We have already overcome connectivity issues associated with agencies being on different networks.

Thanks should be given to Gayle Corbett for all the work that she did to scan the documents and the care that she took in doing so and to David Baker and Bill Bachmann for installing the software and troubleshooting the various technical problems that came up.  
By Paul Wood

## ECR Questions and Answers

These are some questions and answers about ECR:

Q: When documents have been scanned will we be able to find what we need right away?  
A: Yes. Once documents have been scanned and indexed you will be able to access them using the Core ECR system. You must know the case number and sub number and then you'll simply highlight the document you would like to display and double click.

Q: Can more than one person look at an image at one time?  
A: Yes. Documents can be viewed by several people at one time, as long as everyone has access to the document.

Q: Will we all be involved in ECR?  
A: Yes. Core ECR will have an impact on the entire office. All staff will receive training and many will be involved in testing the system. Anyone who currently handles paper documents or file folders will be involved with ECR.

Q: Will there be personal computers in the courtrooms?

A: Not right away. ECR has several phases. Phase 1 involves DJA scanning incoming documents and also keeping the hard copy file. Documents will be routed electronically from workstation to workstation, rather than routing the hard copy. During this phase ECR will basically be contained to within the walls of DJA at all three sites. Phase 2, which will begin soon after Phase 1, involves deploying ECR to courtrooms and even other agencies. More about Phase 2 will be coming at a later date.

Q: What will happen to the hard copy after scanning?  
A: During Phase 1 of ECR the hard copy will be filed.

Our files will look just like they do now. After Core ECR the hard copy will be destroyed.

Q: How can I learn more about ECR?

A: A video is currently being produced that will show how Core ECR will work. Asking questions is a great way to learn more about ECR. You can e-mail your questions to "DJA, ECR Rumor Mill", or you can ask your supervisor.

## Core ECR Timeline

November 98 Sierra Systems hired for project  
December 98 Buisness Committee forms  
January 99 Buisness Workshops with Sierra  
February 99 Draft 1 of Buisness Design  
March 99 ECR Communications begin work, Buisness Design final, Equipment ordered, Plan archival conversion  
April 99 Equipment arrives, Install equipment

May 99 Technical Design complete, Video by ECR Communications  
June 99 Start to create training manuals and testing scenarios, Train the trainers  
July 99 Start/complete acceptance process,  
August 99 Staff training complete

**September 99 GO LIVE !!!**

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